

# Gateway Community College JOB OPPORTUNITY Custodian Building Maintenance

### PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

**Location:** Building Maintenance, Long Wharf Campus

**Hours:** Full-time, 37.5 hours/week. 2<sup>nd</sup> Shift

Monday through Friday 3:00pm-11:00pm

**Salary:** \$28,704 approximate annual for the first six (6) months.

\$31,893 approximate annual after successful completion of the working test period.

Excellent State supported fringe benefits

Closing Date: December 3, 2010

**General Knowledge:** Interpersonal skills; oral and written communication skills; ability to follow oral and written instructions; ability to operate, care for and perform minor maintenance on tools and equipment used in daily work; some ability in simple record keeping. Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required. Incumbents in this class may be required to lift moderate to heavy weights

#### **DUTIES INCLUDE:**

- Accept product deliveries;
- Operate autos, light trucks, vans, power sweeper, forklifts, material handling equipment, power tools, and janitorial power equipment as required;
- > Perform preventative maintenance work on equipment as needed;
- May be required to work overtime with minimal notice;
- Performs custodial tasks and maintenance of areas such as classrooms, offices, auditoriums, kitchens, dining rooms and lavatories including outdoor areas (i.e. trash around buildings);
- Dusts, mops, sweeps, scrubs, strips, waxes and polishes floors using appropriate equipment such as floor polishers and buffers;
- Washes, dusts and polishes glass including windows, woodwork, walls, furniture and metal equipment;
- Sweeps walks:
- Collects and disposes of trash;
- Reports needs for repairs;
- Performs minor maintenance:
- Runs errands;
- Inspects buildings for damage and reports conditions to supervisor;
- Changes light bulbs and replace fuses;
- Lubricates or tightens door hinges, drawers, cabinets, etc.;
- Replaces ceiling or floor tiles;
- Removes snow and ice from stairways and walkways around buildings;
- Sands and salt stairways and walkways;
- Moves furniture and/or set-up classrooms and other areas as directed:
- Performs related duties as required

Preferred Skills and Ability: Two (2) or more years previous custodial experience, preferable in an educational environment; Three (3) years of floor care experience, which includes stripping, sealing and waxing floors

# **Eligibility Requirement:**

State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

## Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions:** Please send a CT-HR-12 application, before the close of business (5:00pm) on the date indicated above

Gateway Community College
Human Resources Office
88 Bassett Road
North Haven, CT 06473
Faxed applications will also be accepted. 203-285-2539

## AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.